

BLACK DOG INSTITUTE VOLUNTEER PROGRAM OFFICE SUPPORT AND SPECIAL PROJECTS

The Black Dog Institute embraces the support of enthusiastic and committed volunteers who provide administrative support to the organisation or offer their valuable skills to participate in special projects.

How can I help?

Support our Community Programs team based in Randwick by providing basic administration duties such as mail outs and data entry OR volunteer your professional skills (for example in marketing, IT, research, photography, etc) to work on special projects.

Selection Criteria

Office Support

- Demonstrated basic administration skills.
- Good interpersonal and communication skills.
- Demonstrated basic computer literacy in Microsoft Office applications.
- Ability to work independently and in a team environment.
- Ability to maintain confidentiality.
- Availability to volunteer at the Randwick Office on a weekly or fortnightly basis.

Special Projects

- Availability to provide some of your time to working on a skill-based project.
- Demonstrated professional skills and experience relevant to project.

How does the Institute provide support?

- Reimbursement of out of pocket expenses.
- Ongoing training and development opportunities.
- Opportunity to share your time with like minded people motivated to making a difference in mental health.

To apply, please go to:

www.blackdoginstitute.org.au (Get involved). For enquiries, contact Sarah Connor, Volunteer Coordinator, on 02 9382 9250, or email sarah.connor@blackdog.org.au



BLACK DOG INSTITUTE

The Black Dog Institute is an educational, research, clinical and community-oriented facility offering specialist expertise in mood disorders - a range of disorders that include depression and bipolar disorder. The Institute is attached to the Prince of Wales Hospital and affiliated with the University of New South Wales.

